

**OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS

PURCHASE ORDERED ISSUED TO

841808

Postal Source
21130 Holden Dr
Davenport IA 52806DATE
3/25/2013
F.O.B. POINT

PURCHASE ORDER NO.

184814 - 000- OP

REQUISITION NO.

00108041 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K**SHIP TO** Recorder of Deeds - Purchasing
Cook County Building
118 N. Clark Street - RM 230
Chicago IL 60602-1304**DELIVERY INSTRUCTIONS**Recorder of Deeds Priscilla
Bennett 312-603-4679

DEPT NO

1301154

Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Maintenance Maintenance on (15) Franco-Type Postalia Tax Meter (Model TX 1000) Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The Maintenance Contract agreement shall include all Labor, Transportation and Preventive Maintenance. Vendor agrees to supply all parts including consumable parts. Twenty four (24) Hours Repsonse Time and Four (4) Hours Emergency Response time. Location and Serial numbers are listed below. BRIDGEVIEW: State Serial# 103036 County Serial# 103047 MARKHAM: State Serial# 103044 County Serial# 103039 MAYWOOD: State Serial# 103050 County Serial# 103045 ROLLING MEADOWS: State Serial# 103043 County Serial# 103046 SKOKIE: State Serial# 103051 County Serial# 103048 TWO SPARES: State Serial# 103049 County Serial# 103052 DOWNTOWN: One County: Serial# 103042 Two States: Serial# 103037 Serial# 103041 Contract Period:	1.00 JB	5,040.0000	5,040.00	1301154.540150

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)I hereby certify that I have received the goods/services reflected above and that the
Items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition
on file authorizing the expenditure and is properly approved.

PURCHASING AGENT

Date:

829.10 26 March 2013

Eg



**OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

PURCHASE ORDERED ISSUED TO

841808
Postal Source
21130 Holden Dr
Davenport IA 52806

DATE
3/25/2013
F.O.B. POINT

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

**PURCHASE ORDER NO.
184814 - 000- OP**

**REQUISITION NO.
00108041 OR**

Page 2 of 2

**COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K**

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
	4-1-2013 Thru 3-31-2014				
***** Total Order *****				5,040.00	

Purchase Requisition

Purchase Order Number

Office of the Purchasing Agent

Cook County of Illinois

Requisition # OR 108041

Contract # 13-60-12553

Open Date

Buyer Number 724150 Supervisor 40

Bid/Sole Src Code

Business Unit 1301154

Internal Req Number 31300008

Board Apr Date & Item

Requisition Date 2/22/2013

Date Needed 2/22/2013

Ship To: 8000889

Recorder of Deeds - Purchasing

Supplier: 841808

Postal Source

Cook County Building

Recorder of Deeds

21130 Holden Dr

118 N. Clark Street - RM 230

Priscilla Bennett 312-603-4679

Davenport IA 52806

Chicago IL 60602-1304

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

thru

Prior Contract No.

Expiration Date

Emergency No.

Line # Commodity Description

Bal. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

1,000 940

Maintenance

<

>

1.00 JB

5,040.0000

5,040.00

1301154 540150

Maintenance on (15) Franco-Type Postalia Tax Meter (Model TX 1000)
 Vendor agrees to perform unlimited maintenance services, inspect and
 clean annually. The Maintenance Contract
 agreement shall include all Labor, Transportation and Preventive
 Maintenance. Vendor agrees to supply all parts
 including consumable parts. Twenty four (24) Hours Response Time and
 Four (4) Hours Emergency Response
 time. Location and Serial numbers are listed below.

BRIDGEVIEW:

State Serial# 103036

County Serial# 103047

MARKHAM:

State Serial# 103044

County Serial# 103039

MAYWOOD:

State Serial# 103050

County Serial# 103045

ROLLING MEADOWS:

State Serial# 103043

County Serial# 103046

SKOKIE:

State Serial# 103051

County Serial# 103048

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

TIME KEEPER

RECEIVED
 OFFICE OF THE
 PURCHASING AGENT
 2013 MAR 14 PM 3:21

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Requisition # OR 108041 Contract #

Open Date

Buyer Number 724150 Supervisor 40

Bld/Sole Src Code

Business Unit 1301154

Ship To: 8000889 Recorder of Deeds - Purchasing

Supplier: 841808

Postal Source

21130 Holden Dr

Davenport IA 52806

Cook County Building
118 N. Clark Street - RM 230
Chicago IL 60602-1304Internal Req Number 31300008
Board Apr Date & Item 2/22/2013
Requisition Date 2/22/2013
Date Needed 2/22/2013

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

thru

Prior Contract No.

Expiration Date

Emergency No.

Line # Commodity Description

Bal. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

TWO SPARES:

State Serial# 103049

County Serial# 103052

DOWNTOWN:

One County Serial# 103042

Two States:

Serial# 103037

Serial# 103041

Contract Period:

4-1-2013 Thru 3-31-2014

Total of Items Ordered

5,040.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD



Cook County
Office of the Purchasing Agent

Sole Source Justification

General Information	Date: 3-14-2013
Unit/Department: 130/527	Phone No. 312-603-4679
Contact Name: Priscilla Bennett	Email: Priscilla.Bennett@cookcountyil.gov

Vendor Information	Requisition No. 108041
Name: Postal Source	Purchase Order No.
Address: 21130 Holden Dr. Davenport, IA 52806	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.

The TX 1000 Tax meters are used for the state and county charges when a customer's purchase property. This is the consideration of the sale for the dollar amount of the Stamp.

Type. Please select one of the options and explain below.

- ☒ Single Source ☐ Proprietary/Copyright Restrictions ☐ Equipment Compatibility
☐ Patented Product ☐ Exclusive or Unique Capability ☐ Other, please explain

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?
Postal Source is the only known contracted vendor that can service and maintain the CCRD TX1000 Tax Meters.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

Postal Source is the only known vendor that can perform maintenance on the CCRD TX 1000 Tax Meters.

Department Recommendation

Requestor: Cedric Giles

Department Head:

Date: 3-14-13

Date: 3-14-13

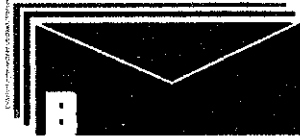
Purchasing Agent Approval

Signature:

Date:

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2013 MAR 14 PM 3:21

Innovation, Support, Solutions



Bi-State Business Solutions
a Postal Source Company

**Cook County Recorder
118 N Clark Street
Chicago, IL 60602**

Attention: Priscilla Bennett

Re: SLA on FP T1000X Tax meters

BI-STATE Business Solutions, d.b.a. Postal Source is pleased to submit to you a proposal for maintenance on your FP T1000X tax meters. With the acquisition of United Office Systems in June 2012 we have assumed all SLA agreements in place with United Office Systems at that time. With the transition all service personnel from United Office Systems have joined the service team at Postal Source.

At this time we are the only Chicago based organization that offers continuing on-site service level agreements on the tax meter. Postal Source is also the preferred vendor for service and support on the FP T1000X tax meter from the State of Illinois.

Postal Source is an equal opportunity employer and a women owned business. We look forward to our continued relationship with Cook County and please do not hesitate to contact me if you need any additional information.

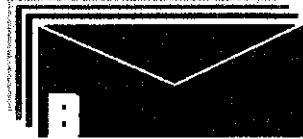
Sincerely,

Francis Costello
President & CEO

POSTAL SOURCE

Mission: To facilitate the DESIGN, DEVELOPMENT, and DISTRIBUTION of business critical documents.

Vision: Helping businesses make better business decisions.



Bi-State Business Solutions
a Postal Source Company

Cook County Recorder
118 N Clark Street
Chicago, IL 60602

Attention: Priscilla Bennett

Re: SLA on FP T1000X Tax meters

Postal Source will provide to Cook County an annual SLA on the following FP T1000X tax meters at the locations listed. The coverage period will be April 1, 2013 through March 31, 2014. This SLA will cover all work including travel, time, and non-consumable items performed on the listed equipment.

The annual contract price for this service is \$315 per model or a total of \$5040.00.

<u>Location</u>	<u>Tax Meter Serial Number</u>
118N Clark Street Room 230, Chicago	State Serial # 103041 State Serial # 103037 County Serial # 103042
Two Spares	State Serial # 103049 County Serial # 103052
10220 S 76 th Avenue Suite 238, Bridgeview	State Serial # 103036 County Serial # 103047
16501 Kedzie Avenue, Markham	State Serial # 103044 County Serial # 103039
1500 Maybrook Square Suite 61, Maywood	State Serial # 103050 County Serial # 103045
2121 Euclid Avenue, Rolling Meadows	State Serial # 103043 County Serial # 103046
5600 Old Orchard Road, Skokie	State Serial # 103051 County Serial # 103048

**THE BOARD OF COMMISSIONERS
TONI PRECKWINKLE, PRESIDENT**



**COUNTY OF COOK
BUREAU OF FINANCE**

OFFICE OF THE CHIEF PROCUREMENT OFFICER

**SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER**

County Building
118 North Clark Street, Room 1018
Chicago, Illinois 60602-1304
TEL: (312) 603-5370

Earlean Collins	1 st Dist	Bridget Gainer	10 th Dist
Robert Steele	2 nd Dist	John P. Daley	11 th Dist
Jerry Butler	3 rd Dist	John A. Fritchey	12 th Dist
William M. Beavers	4 th Dist	Lawrence Suffredin	13 th Dist
Deborah Sims	5 th Dist	Gregg Goslin	14 th Dist
Joan P. Murphy	6 th Dist	Timothy O. Schneider	15 th Dist
Jesus G. Garcia	7 th Dist	Jeffrey R. Tobolski	16 th Dist
Edwin Reyes	8 th Dist	Elizabeth Ann Doody Gorman	17 th Dist
Peter N. Silvestri	9 th Dist		

April 9, 2013

Postal Source
21130 Holden Drive
Davenport, IA 52806

RE: Notice of Award
Quote Number 13-60-12553 for Maintenance on fifteen (15) Franco-Type Postalla Tax Meter

Dear Sir/Madam:

This correspondence is to serve as notice that the County of Cook has issued a Purchase Order for 13-60-12553 for Maintenance on fifteen (15) Franco-Type Postalla Tax Meter.

Attached is a copy of Purchase Order 184814. When inquiring about this project, please refer to the purchase order number.

If you have any questions, please contact Angela Sanchez, Procurement Analyst at (312) 603-2691, or via email at angela.sanchez@cookcountyil.gov.

Sincerely,

Shannon E. Andrews
Chief Procurement Officer *EAS*

SEA/as

Cc: File (Contract No. 13-60-12553)